CRS Application Access
This document will provide instruction on how to access the Commercial Registration System (CRS) application.

1) Accessing CRS from the ITD DMV Web Site
   a) The primary method for accessing CRS is by selecting the **DMV icon**, located in the menu ribbon at the top of the Idaho Transportation Department (ITD) website.
   b) When the Division of Motor Vehicles (DMV) page opens ([https://itd.idaho.gov/itddmv/](https://itd.idaho.gov/itddmv/)), click on the **Commercial Vehicle Registration icon** in the lower-right area of the screen.
2) First-Time CRS Application Log In

a) If a customer has not previously logged into the CRS system, the customer must contact ITD Motor Carrier Services at cvs@itd.idaho.gov to have their system access activated.

b) The email should include your Idaho Account number (if known), USDOT number (if known), and the name used for your commercial credentials. The email also needs to include the name and email address of each individual who will have access to your account.

c) Once the user account is created by ITD, two emails are sent by the Idaho CRS team. One email provides the User ID, and a second email provides a temporary password.

d) Enter the User ID and Temporary Password provided.

e) Select Log in.

f) A New Password is entered and must be confirmed.

i) A password must be between 8 and 50 characters long, and cannot include your account number.

ii) It must contain any three for the following [at least one: capital letter, small letter, numeric, special character from the following (!@%&+-?$#^*(){}).

g) A Secret Question and Secret Answer is entered.

h) Click Proceed to continue.

i) When the password reset is successful, a blue message will appear at the top of the page.

j) Click on the “Click here for Login” link.
k) The Welcome to CRS Application screen appears. Enter the user ID provided and password chosen in Step 2e above.
l) Select Log in.

3) Announcements and Disclaimer Acknowledgement
   a) The Announcements area should be reviewed. Important system messages including system
downtimes will be listed here.
   b) Each login requires the user to select the Disclaimer Agree button.
4) Customer Dashboard
The Customer Dashboard opens. The dashboard displays company and fleet information, and pending transactions.